**Section 535.110 Procedure for Parole or Discharge**

a) Prior to release on parole or discharge, it is the committed person's responsibility to pack personal property in containers provided and transport them to a designated storage area, under the supervision of a correctional employee.

b) Personal property sent out prior to the release date must be inventoried; the inventory form must be signed by the witnessing correctional employee and the committed person; and the personal property must be sealed in the container provided, with a copy of the inventory enclosed. A copy of the inventory shall be given to the committed person and a copy shall be placed in the committed person's master record file and a copy shall be retained in the facility's personal property files.

c) Personal property given to a third party for transport must be receipted by the person receiving it and a copy shall be placed in the committed person's master record file and a copy shall be maintained in the facility's personal property files.

(Source: Amended at 14 Ill. Reg. 6765, effective May 1, 1990)